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Vacancy announcement #: USAID/306/15/34/0ED

Solicitation is open to: Afghan Nationals Only

Position Title: Project Management Assistant (Budget)

Type of vacancy: Single

Opening date: July 04, 2015

Closing date: July 17, 2015

Work hours: 40 hours (Full time)

Position Grade: FSN-09

The United States Government (USG), represented by the U.S. Agency for International Development (USAID) Mission in Afghanistan, is seeking applications from qualified Afghan Nationals to provide personal services as a Project Management Assistant (Budget) under a personal services contract, as described in the attached solicitation.

#### **BASIC FUNCTION OF THE POSITION:**

The FSN position is located in the Office of Education (OED), based in Kabul, and covers the basic and higher education budget management portfolio.

The incumbent serves as the Project Management Assistant (Budget) and manages the OED cumulative funding for the education sector which is valued at \$500 million (FY12 to FY16 projections). The incumbent works under the direct supervision of the Program Unit Team Lead of the OED and is part of a five-person team. The incumbent helps design, develop, manage, and evaluate education projects as assigned; has Agreement/Contracting Officer's Representative (A/COR) responsibilities; provides factual and analytical background reports, data collection and reporting assistance with regards to the education portfolio; and is responsible for all facets of the education budget process. Duties are of medium scope and complexity, requiring specialized knowledge of USG programming, project management and budget policies, procedures, and documentation. The incumbent is expected to liaise with, support, and brief the OED technical staff and Office Director, the Office of Program and Project Development (OPPD), the Office of Acquisition and Assistance (OAA), the Office of Financial Management (OFM), the Office of Management (OM), and the USAID Front Office on a regular basis. Furthermore, the job holder is expected to provide oversight and management of the activities s/he manages.

The Project Management Assistant (Budget) serves as the liaison between the support offices and the Office of Education on financial and budget management issues.

#### **MAJOR DUTIES AND RESPONSIBILITIES:**

The incumbent is directly responsible for a variety of complex budgetary and financial analysis duties in support of the entire education portfolio, and managing the OED budget process. The incumbent is closely involved in performance reporting and program/policy coordination with other donors and USG agencies. In addition to the budget management responsibilities, the incumbent holds A/COR function under the education portfolio.

This position requires strong leadership and management skills, judgment, and an ability to work

independently and at times under his/her own direction to ensure that education program activities are designed, managed, and implemented to achieve the Agency's goals and objectives, within U.S. legislative mandate{s} and financial resource constraints.

#### A. Budget Management and Reporting:

The incumbent works independently managing numerous activities such as but not limited to: planning and tracking the execution of the OED budget; coordinating with and supporting A/CORs and/or activity managers in making sufficient funding allocations and timely and adequate obligation of funds to the respective activities in accordance with the Agency's forward funding regulations. On a routine basis, s/he provides regular and comprehensive analysis of the education budget to the OED Director, Education Team Leaders, OPPD, and the Front Office. This analysis includes emerging trends and potential problems, as well as a list of budgetary and program implications. Using independent judgment based on his/her analysis, the incumbent draws up conclusions and recommendations with regard to budgetary issues.

The incumbent is responsible for the accuracy of the OED budget, monitors the status of all sources of funds and the allowance of funds by USAID/Washington to the Mission. S/he monitors the Office of Education budget planning and implementation in accordance with the requirements of congressional notification of funds and approved operational plan. S/he is responsible for the construction and maintenance {up-to-date and accurate} of a large, multi-faceted financial database, development and maintenance of the office procurement plan, pipeline analysis, and Modified Acquisition and Assistance Request Documents (MAARDs)/Global Acquisition & Assistance System {GLAAS} actions initiated in the OED.

As the budget lead in the Office of Education, the incumbent works closely with the Program Unit Team Lead while coordinating with the budget team in OPPD on the Mission Resource Request, the Congressional Budget Justification, the Operational Plan, and all Congressional Notifications to ensure these are submitted on time and accurately.

#### B. Program and Project Management:

The incumbent assumes A/COR responsibilities, with the requisite training, for Office of Education projects. Specifically, the incumbent, in the capacity of A/COR and in coordination with other A/CORs in the OED, oversees and evaluates contractor/grantee performance, project costs and progress, method of acceptability of project reporting, timeliness in meeting commitments, scheduled completion dates, and other relevant financial and management objectives.

The incumbent regularly obtains and provides detailed project information. S/he drafts and processes a variety of project or procurement documents such as action memoranda, scopes of work, official correspondence, etc. Such documents require a specialized knowledge of the project(s) and should be prepared in accordance with established guidelines or precedents.

The incumbent supports the OED Office Director and Program Unit Team Lead in the management and monitoring of the overall education portfolio. The incumbent assists in the development of Mission reports and data gathering; takes part in analyzing and evaluating many of the proposals and other submissions that come to the Office of Education; and coordinates meetings and visits with counterparts and other donors.

In addition, the incumbent coordinates education activities with other offices within USAID, as well as other donors and non-governmental organizations (NGOs) working in the same sectors, to avoid duplication of efforts and ensure maximum impact of the projects.

#### C. Financial and Contract Management:

The incumbent provides technical guidance, in coordination with OFM staff, on USAID procedures and accounting control requirements to the project management staff within the Office of Education and appropriate partners. This includes: 1) performing financial analyses, preparation of the financial accounting and reporting aspects of project design and implementation documents; 2) participating in the technical office's review of implementers' work plans and procedures manuals in determining

the reasonableness of the recipients' budget proposals; 3) participating in portfolio implementation reviews, team meetings and other team activities, as determined appropriate, and providing financial input as needed.

S/he assists the OED technical team members in preparing accruals, and in the analysis and the teams' understanding of OFM's quarterly pipeline reports and in understanding what actions to take to keep the pipeline within forward funding guidelines. S/he attends audit entrance and exit conferences, and assists and ensures that the OED technical team members are reporting accurate budget-related data to OFM.

The incumbent monitors the OED technical team members' assistance and acquisition awards, end dates, and alerts A/CORs and/or activity managers to take necessary actions (i.e., extend/close-out, sub-obligate funds) to the instrument. As the OED lead on instrument close-outs, s/he assists the A/CORs and/or activity managers to take timely action to close-out assistance and acquisition instruments, and account for final vouchers and property. As the OED focal link with OAA, the incumbent responds to contracting issues relating to budget and financial matters in MAARDs, GLAAS, and assistance and acquisition instruments. The incumbent assists OFM with analysis of proposed costs for prospective partners (i.e., reviewing cost analysis).

#### QUALIFICATIONS/EVALUATION CRITERIA:

**Education:** The position requires a Bachelor's degree in Management, Economics, Accounting, Business Administration or other related field.

**Experience:** The incumbent must have at least three years of relevant work experience which demonstrates increasing responsibility for analyzing and evaluating program and budget issues, professional accounting, auditing, or other financial management activity, coordination and guiding multifaceted analytical and project management efforts for a complex international assistance organization. At least two years of experience with a U.S. Government agency or an international donor organization in an accounting or financial management capacity is desirable.

**Language Proficiency:** Level III (Good Working Knowledge) speaking/reading of English language and Level IV (Fluent) speaking/reading of Dari and/or Pashtu is required.

**Job Knowledge:** The incumbent should possess a thorough understanding of professional accounting principles, theories, practices and terminology. The incumbent will be expected to demonstrate familiarity with GIRA's and the donors' development programs and strategies that are working to promote service delivery and education in Afghanistan, knowledge of U.S. Government legislation, USAID programming and budget policies, methodology, procedures, and documentation related to development assistance.

**Skills and Abilities:** Strong skills in financial analysis and management are required. The ability to identify, locate, analyze, and evaluate relevant data is required. The ability to organize and present program information into appropriate written and oral formats is critical. The ability to explain and defend USAID programs, budgets, policies, objectives and procedures is essential. Sound knowledge of Microsoft applications (MS Word, Excel, Power Point, and Outlook) and electronic information handling is required. Must be highly organized, have exceptional interpersonal, communication (verbal and written) and leadership skills, and be able to work in a team environment and under pressure.

#### HOW TO APPLY:

Applicants are requested to submit a complete application package which must include all required documents to [AFPAKjobs@usaid.gov](mailto:AFPAKjobs@usaid.gov) with a Subject line: Project Management Assistant (Budget) (OED1534)

ANY/ALL application submissions after the closing date of July 17, 2015 will not be considered.

## REQUIRED DOCUMENTS:

1. Cover memo/email outlining your qualifications and experience against the selection criteria.
2. Application for Employment (AE) as a Locally Employed Staff (DS-174)  
[http://kabul.usembassy.gov/job\\_opportunities2.html](http://kabul.usembassy.gov/job_opportunities2.html)  
<http://www.state.gov/documents/organization/136408.pdf> and/or
3. A current resume or a curriculum vita that provides the same information found on the DS-174 form.

(We understand that not all applicants are able to download the application from the internet. Please state this in your cover memo/email if this is the case. For candidates who are short listed, a DS-174 will be required in order to advance in the process.)

### Note:

- 0 Only short-listed candidates will be notified.
- 0 This vacancy is open only to Afghan Nationals.
- 0 Applications with insufficient information to make a determination will not be considered.
- 0 No in-person appointments or telephone calls will be entertained.
- 0 Female candidates are strongly encouraged to apply.

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ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY